

## **CLASSIFICATION TITLE- Executive Human Resources Manager**

### **Position Summary**

Under the general supervision of the Administrator, Division of Personnel Management, the Assistant Administrator oversees the implementation and administration of agency human resources services. This includes providing leadership and advocacy to agency HR leaders to successfully plan, develop, and administer operational and strategic human resources services, initiatives, policies, HR metrics, and reports.

The Assistant Administrator manages relationships with external partners and internal stakeholders to effectively manage the integration and interaction between the regions and DPM Central team. This position is responsible for providing guidance, information, and regular communication to agency and HR leaders to ensure HR programs, initiatives, and processes meet the operational and program needs of agencies across the region in compliance with State Statutes, Administrative Codes, and Wisconsin Handbook Chapters.

### **TIME% GOALS AND WORKER ACTIVITIES**

#### **40% A. LEADERSHIP AND MANAGEMENT OF REGIONAL AGENCY HR SERVICES**

- A1. Lead, direct, and monitor the planning and implementation of regional HR services, programs, and initiatives.
- A2. Collaborate with the HR leaders to identify opportunities for improvement and establish regional performance goals. Take action to ensure effective staff performance.
- A3. Evaluate and monitor service delivery methods, procedures, and staffing levels. Build knowledge, expertise, and capacity of the team.
- A4. Increase the efficiency and effectiveness of HR services by utilizing best practices among agencies/regions, develop standards, strategies and solutions, and work with the regions to streamline and centralize functions where necessary.
- A5. Oversee the HR Data gathering, analysis and metrics. Work with regional and divisional HR leaders to identify and collect key performance metrics, ensuring metrics reliably measure performance, progress towards strategic goals, and adherence to service level standards and agreements.
- A6. Direct the preparation and submission of timely reports, surveys, and documents as required and necessary.
- A7. Manage the effective integration and interaction between central and agency HR functions, resources, and deliverables.
- A8. Manage relationships with leadership, ensuring transparent and continuous communication related to HR practices, policies, procedures, and legislative/legal issues, changes, and updates.
- A9. Regularly consult with agency leaders to assess needs and discuss performance expectations, problem areas, resource allocation, anticipated program changes, etc.

- A10. Mitigate and analyze situations to resolve complex HR challenges that arise, ensuring issues are addressed and resolved in a timely manner.
- A11. Work with the HR leaders to develop and manage workflow and approval processes where required.
- A12. Solicit and apply customer feedback (internal and external).

**25% B. LEGISLATIVE, POLICY, AND BUDGET ADMINISTRATION**

- B1. Analyze the impact of legislative and constitutional initiatives on statewide HR programs and the division's operations and take appropriate action.
- B2. Oversee the preparation (including fiscal estimates) and timely submission of legislative briefings, collective bargaining settlements and/or proposals, memos, testimony, correspondence, position/discussion papers, presentations, and related materials for legislative and external inquiries.
- B3. Lead and participate on inter-agency committees and work groups to evaluate and improve HR policies, procedures, and practices.
- B4. Provide policy advice, guidance, and coordinate and/or facilitate training to agencies, as necessary.
- B5. Manage the development and implementation of regional budgets, authorize, and prioritize budget expenditures, and monitor budget activities.
- B6. Monitor and ensure timely processing payables and invoices for all funding sources, and administration of contracts and vendors.
- B7. Keep abreast of federal and state legislation affecting HR practices and procedures, monitor and ensure compliance with federal, state, and local employment laws and regulations, and review and modify policies and practices to ensure compliance.
- B8. Provide personnel management advice and counsel to agency leaders, division administrators, senior management, line managers and supervisors.

**20% C. LEADERSHIP, STRATEGIC DIRECTION, AND SUPPORT OF REGIONAL EXECUTIVE HR LEADERS AND MANAGERS**

- C1. Lead, empower, and mentor the team, including communicating clear expectations, setting performance objectives, providing regular, timely, and constructive performance feedback.
- C2. Provide coaching and guidance on employee performance-related concerns, problems, and disciplinary matters. Advise and assist as needed in the resolution of employee grievances, disciplinary actions, layoffs, resignations, and dismissals, etc.
- C3. Provide value added and regular feedback and conduct regular meetings with staff to encourage participation and input into decisions regarding work priorities and assignments.
- C4. Travel to regional locations and meet regularly with HR and agency leaders.

- C5. Serve as a facilitator to convene or intervene when needed to identify, solve problems, and foster successful outcomes.
- C6. Orient and coordinate training opportunities to strengthen and enhance team performance.

**15% D. STRATEGIC PLANNING AND SPECIAL PROJECTS**

- D1. Collaborate with HR leaders to develop, execute, monitor, and evaluate long-range, strategic goals for the division.
- D2. Work with HR and agency leadership to identify opportunities for improvement and address challenges; including identifying and prioritizing strategies with metrics to standardize operations, streamline and improve operational efficiency.
- D3. Advocate, and solicit support for proposed policies, programs, and plans with appropriate stakeholders.
- D4. Manage the division's strategic priorities to ensure the continuing progress in the execution and implementation of the strategic plan, direction, and long-term vision for statewide HR programs.
- D5. Provide expertise and assistance with long range planning, strategic development, and direction for the division.
- D6. Establish, implement, and drive adherence to best practices, standards, processes, and systems, in accordance with division strategy and goals.
- D7. Ensure that agency executive leaders are provided with timely and consistent communication on regionalization and strategic planning efforts, major HR initiatives, and policy changes and updates.
- D8. Lead and participate in work groups and/or advisory committees, as necessary related regional services, and activities.
- D9. Lead the development, execution, monitoring, and evaluation of assigned enterprise-wide initiatives.
- D10. Advise the division director and division functional leaders on the best course of action to integrate and execute strategic initiatives.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- 1. Extensive experience in human resource management and programs including recruitment/staffing, compensation, classification, workforce relations, training and development, payroll, equity and inclusion, and employee assistance.
- 2. Experience interpreting and applying human resources laws, regulations, rules, policies applicable to state employees.
- 3. Knowledge of state and federal statutes, administrative rules and departmental policies and procedures as it relates to assigned program areas.
- 4. Knowledge of complex managerial principles and practices, including leadership and supervisory methods, budget processes, financial and position management.

5. Demonstrated experience directly leading and managing teams, including supervisors.
6. Ability to balance and prioritize several tasks and projects, adapt, and adjust to changing project scopes and timelines and delegate when appropriate.
7. Knowledge of principles and practices of quality improvement programs, including understanding of customer needs and satisfaction, continuous improvement, and development of measurable performance measures.
8. Strong interpersonal skills with demonstrated experience in coaching, guiding, and managing effective working relationships.
9. Excellent oral and written communication skills including the ability to communicate and present complex technical information to a wide range of customers.
10. Excellent organizational skills and ability to prioritize.
11. Demonstrated ability to build effective relationships and interact effectively with all levels of employees, including senior managers, employees, the media, the legislature, and other stakeholders.
12. Ability to manage multiple competing demands from a variety of sources, build credibility, and demonstrate personal integrity.
13. Ability to make sound, independent decisions and to execute such decisions effectively.
14. Working knowledge of technology and software applications necessary to perform responsibilities of this position.
15. Ability to present facts and recommendations effectively in oral and written form.
16. Demonstrated ability to be detail oriented, logical, with a methodological approach to problem solving.
17. Strong knowledge of computer information technology including HR information systems (i.e., PeopleSoft, Tableau) and Microsoft Office Suite.

**Safety Requirements:**

- Follow all Department safety guidelines and standards in order to maintain safe working conditions.
- Report to supervisor all incidents, accidents and near misses that resulted or could have resulted in personal injury or personal injury of a co-worker.
- Wear appropriate personal protective equipment in designated areas.
- Offer safety and health suggestions to co-workers to reduce risk.
- Attend appropriate safety training sessions, as directed.
- Ensure safety requirements are identified in all new and updated position descriptions of supervised employees.
- Follow all safety requirements as described in agency policies including incorporating safety objectives in annual performance evaluations as appropriate for the job classification of the employees and including discussion of safety issues in employee meetings when relevant to the work being discussed.